

STANDARD DATA ANALYSIS PROTOCOLS – SCHOOL ADMINISTRATORS & MAP COORDINATORS

Months:	Objectives	Discussion Protocols	Reports/Templates Needed
Aug.- Sept.	<ol style="list-style-type: none"> 1. Identify a classroom goal for instruction -Identify strengths/areas of concern from a <i>teacher report</i> -Use <i>classroom goal setting template</i> to establish a goal for improvement and instruction 2. Use data to establish differentiated learning groups using <i>class breakdown charts</i> 3. Technology Dept. train building secretaries to run student reports at the end of the testing window. 	<ol style="list-style-type: none"> 1. Each teacher should run a copy of the Teacher Report and Class Breakdown Report by ____ date. Bring reports to ____ meeting for data discussion. 2. Take a look at the Norm Chart. What is the Grade Level Median for this subject area in this test period? 3. Draw a horizontal line where the National Grade Level Median is located on your Teacher Report. Draw another line where your state proficient cut point is located. Are your students generally above or below the median? The state proficient point? 4. Look at the lower right corner of the Teacher Report, What are the relative strengths and areas of concern for the class? (3 or more RITS difference) 5. Work in your grade level/department teams and dialogue about the data you just studied. Is there any pattern that the whole team should focus on? If the needs are different in each group, what can you do to help each other? 6. Take a look at your Class Breakdown Chart. Identify the area of concern (see #4). What pattern do you see? 7. Groups students into 3-4 manageable groups for differentiated instruction in one goal strand. 8. Click the link to DesCartes to identify which skills or concepts students need to learn in each RIT band. 9. Identify the local/state standards document that match these concepts and skills in this sub area. Circle or highlight the areas you might wish to focus on with your class as a whole. 	<ul style="list-style-type: none"> ○ E-mail teachers to run reports before discussion date. ○ Norms chart ○ Teacher Report (online) ○ Class Breakdown Charts (online – under Class by RIT) ○ Classroom Goal Setting Worksheet ○ DesCartes Skills & Concepts

		<p>10. Identify lexile scores. (<i>How well do the student's lexile levels match the reading materials for your class/course? What other materials do you need?</i>)</p> <p>11. Collaborate with teammates to determine common learning needs among various classes or grade levels</p> <p>12. Complete the Differentiated Learning form at the bottom of the page. #’s 6-9 above</p>	
Oct.- Nov.	<ul style="list-style-type: none"> • Set growth goals (targets) with students using <i>Goal Setting Worksheet</i> • Prepare for parent conferences with <i>Student Progress Reports</i> • Prepare students for student-led conferences using <i>Goal Setting Worksheet</i> • Administrators conference with teachers who are on the Evaluation Cycle using <i>MAP ASG and Teacher report</i> – set a growth goal for the class based on percent of students reaching growth goals/targets. 	<p>At the close of the test window, go online and order for teachers an “Achievement Status and Growth Report” Teachers will</p> <ol style="list-style-type: none"> 1. Identify the mean growth in RITs for each student (on the ASG report) 2. Access the student goal setting worksheet for each student on Dynamic Reporting Suite 3. Have a goal setting conference with each student and develop a personal learning plan by using the goal setting sheet and the Goal Trajectory Sheet 4. Prepare to use the student progress report and goal setting sheet for parent conferences <p>Principal/Teacher Conference Protocol: Run the ASG reports for each teacher after the testing window is done.</p> <p>Prior to the preconference, have each teacher review his or her ASG report and class goals set in August/Sep. Possible questions during conferences:</p> <ol style="list-style-type: none"> 1. What are the strengths and areas of concerns in your class? 2. What are the target RITs growths for your students? 3. How do you group your students and why? 4. What concepts and skills do your students need to 	<ul style="list-style-type: none"> ○ Student Goal Setting Worksheet (DRS) ○ Student Progress Report ○ ASG Report ○ DesCartes Skills & Concepts

		<p>learn?</p> <ol style="list-style-type: none"> What instructional strategies are you using/plan to use to help your students learn? How will you know if they learned it? How do you motivate your students through goal setting? How do you plan to use the MAP data to communicate with parents? How and what have you learned from your collaboration? What have you contributed to other's learning? 	
Dec.- Jan.	<ul style="list-style-type: none"> Monitor progress toward goal area – use formative assessments – re-group students when necessary; change skill focus as necessary Test at-risk students and use new data to revise and adjust goals 	<p>Can repeat the same protocols stated in previous months</p> <p>Questions to ask may include:</p> <ol style="list-style-type: none"> Do I need to regroup my students based on formative assessments? Do I keep my students motivated through goal setting/review conferences? Do I need to change my students' Lexile reading list to challenge them to the next level? Do I need to change instructional strategies to help my students reach the learning goals? 	<ul style="list-style-type: none"> Teacher created Formative assessments and data DesCartes Skills & Concepts Student progress report for tested students??? <p><i>(This will be appropriate for those students that test mid-year)</i></p>
Feb.- Mar.	<ul style="list-style-type: none"> Adjust instruction to meet individual student needs Regroup students for instruction Continue to monitor progress Continue to set goals with students Prepare for parent conferences 	<p>Can repeat the same protocols stated in previous months.</p> <p>For the students tested in January, use the goal setting worksheets to revise their plan</p>	<ul style="list-style-type: none"> Des Cartes Teacher created Formative assessments and data Class Breakdown Charts Classroom Goal Setting Worksheet (DRS) Student Progress Reports

<p>Ap.- May</p>	<ul style="list-style-type: none"> • Administer spring assessments • Send home student progress reports • Analyze ASG reports to determine growth profiles and growth targets • Analyze growth strands for curriculum gaps/inform professional development • Analyze building growth summary report with staff – set goals for next year • Principals report to School Board on building data 	<p>After the Spring testing is done, teachers and the entire school should engage in data analysis to reflect on achievement growth and to determine learning needs.</p> <p>Teacher and students:</p> <ul style="list-style-type: none"> ○ Use the student progress report to complete the student goal sheet. Celebrate and send a copy home. ○ Have students create a summer reading list based on new lexile data <p>Organization</p> <ul style="list-style-type: none"> ○ Organize the student goal setting sheet for next year's teachers ○ Identify student learning needs for summer school <p>Teacher reflection protocol: Questions to ask may include:</p> <ul style="list-style-type: none"> ○ Look at the ASG report. What percent of students achieved growth targets and overall percent of growth target (50/100 standard)? ○ On average how much growth did my students make from fall to spring (Look at overall class mean RIT)? ○ How does the growth of my students compare to the average growth of all students in the norming group at this grade level. ○ Which goal strand had the greatest growth and what might have contributed to the growth? Which area had the least amount of growth and what might be the reason? ○ What is the standard deviation for fall and spring? Did it get smaller or bigger? What does it tell you about achievement gaps? ○ What new goals are you setting for yourself and 	<ul style="list-style-type: none"> ○ ASG reports ○ Student Growth Summary by Building ○ Teacher reports ○ Student Progress Report ○ Growth Percentile Charts ○ District Summary Report – by building
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		<p>your class?</p> <p>Group reflection Protocol: Principals and teacher leaders lead discussion around the school growth summary. Use the SMART goals handout and building Growth Summary to guide group discussion</p>	
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